

# **Stormwater Program**

## Stormwater Credit Manual

Effective – November 5, 2013

City of West Lafayette



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## PREFACE

**Send Application Forms to:**

Engineering Department  
Stormwater Credit Application  
City of West Lafayette  
609 W. Navajo Street  
West Lafayette, IN 47906

**Make Checks Payable to:**

City of West Lafayette

**For Questions Regarding the Credit Application, Contact:**

Engineering Department  
City of West Lafayette  
609 W. Navajo Street  
West Lafayette, IN 47906

Phone: (765) 775-5130  
E-mail: [engineering@westlafayette.in.gov](mailto:engineering@westlafayette.in.gov)  
Website: <http://www.westlafayette.in.gov/>

**Application Procedure:**

Initial review for Stormwater Service Charge Credits shall be completed within ninety (90) days of the receipt of the completed application form and fee payment. A pre-submittal meeting prior to the initial review is recommended between the applicant and the Engineering Department, which will ensure an efficient submittal process. Application fees are one-time and nonrefundable. The application forms will be reviewed for completeness, accuracy and applicability. If the application is found to be complete, accurate and applicable, a letter will be sent to the applicant notifying him or her of approval of the credit. Any application for credit is acknowledgement of the indemnification statement of this document, and the City of West Lafayette's (City) right-of-entry (see attachments for Right-of-Entry Form) to inspect and verify the information submitted on said application. Should deficiencies be found during the review, a letter will be sent out to the applicant's contact person indentifying the deficiencies. The applicant will have thirty (30) days to address the deficiencies, and resubmit the required information. Should the applicant fail to provide the required information to the City within thirty (30) days, the application will be considered closed and a new application will be required. Upon receipt of this additional information the review process will resume and be completed within thirty (30) days, or the remainder of the initial ninety (90) day review process, whichever is longer. Adjustments to billing will be made retroactively to the date of the customer's completed credit application. Should the application be denied, a letter explaining reasons for the denial will be provided to the applicant. The applicant has the right to appeal this decision, and may do so in accordance with procedures provided by West Lafayette Municipal Code, Article 116, Storm Drainage and Sediment Control, as amended from time to time. All credits will be

subject to annual reporting or inspection to remain active. The inspection procedures for stormwater facilities are set forth within Chapter 116 of the Municipal Code, and the annual reporting requirements are set forth within this Stormwater Credit Manual.

## SECTION 1 INTRODUCTION

The Common Council of the City of West Lafayette adopted Ordinance No. 43-88-CM which established the “City of West Lafayette Drainage Code”, in order to govern the control of run-off of stormwater and to protect, conserve and promote the orderly development of the land in the City of West Lafayette and its water resources. The “City of West Lafayette Drainage Code” currently includes stormwater quantity and quality to meet the current NPDES permit requirements.

The primary source of revenue for the operation of all functions related to stormwater is the stormwater service charge applied to all developed property within the Stormwater District. Service charges to a property are related to the amount of the impervious surfaces located on the property, which is directly related to the runoff caused by the impervious surface area. Typical impervious surfaces include drives, sidewalks, roofs, any paved surfaces, and compacted aggregate.

The Engineering Department has developed a program of credits for non-residential property owners who have stormwater control facilities in place to manage and reduce the impact on the drainage system. **The maximum credit or combination of credits given to any one property shall be 40%.** This manual details the policies and procedures applicable to the stormwater service charge credit program.

### 1.1 Definitions

*Best Management Practice (BMP)* – Any structural or nonstructural control measure utilized to improve the quality and, as appropriate, reduce the storm water run-off rates. The term includes schedules of activities, prohibitions of practice, treatment requirements, operation and maintenance procedures, use of containment facilities, land use planning, policy techniques, and other practices that comply with Chapter 116 of the Municipal Code.

Example of BMPs:

Stormwater Ponds

- Wet pond
- Wet extended detention pond
- Micropool extended detention pond
- Multiple pond systems

Stormwater Wetlands

- Shallow wetlands
- Extended detention wetland

Bioretention Areas

- Shallow stormwater basins or landscaped areas that utilize engineered soils and vegetation to treat and capture and/or infiltrate stormwater runoff

Sand Filters

- Surface sand filter
- Perimeter sand filters

Water Quality Swales

- Dry swales (vegetated open channels that are designed and constructed to capture and treat stormwater runoff within dry cells)

Biofilters

- Filter strip
- Riparian buffer

Manufactured BMPs

- Various designs

*Green Infrastructure* – An approach to water management that incorporates both the natural environment and engineered systems while protecting, restoring or imitating the natural water cycle. Green infrastructure uses vegetation, soils, and natural processes to manage water and create healthier urban environments. At the scale of a city or county, green infrastructure refers to the patchwork of natural areas that provides habitat, flood protection, cleaner air, and cleaner water. At the scale of a neighborhood or site, green infrastructure refers to stormwater management systems that mimic nature by infiltrating and storing water.

*Manufactured BMP* – A structural BMP designed for stormwater quality treatment constructed of a combination of manmade materials at an off-site facility.

*Structural BMP* – A structure designed and constructed for the purpose of stormwater quality treatment.

*Non-Structural BMP* – A BMP that is not constructed by physical means of land disturbance such as education, public information handouts, etc.

*Stormwater Runoff Facility* – The method, structure, area, system, or other equipment or measures that are designed to receive, control, store, or convey stormwater.

*Educational Institution* – A public or private institution that provides instructional services to individuals or education-related services to individuals, and employs educators licensed by the State of Indiana.

*Municipal separate storm sewer system or MS4* - As defined in 327 IAC 15-13-5(42).

*National Pollutant Discharge Elimination System (NPDES)* – Regulations for storm water discharges as described in the Federal Register, 40 C.F.R. §§122, 123, and 124.

### *Acronyms*

BMP	Best Management Practice
EC	Education Credit
ERU	Equivalent Residential Unit
NPDES	National Pollution Discharge Elimination System
TSS	Total Suspended Solids

## **1.2 What Credits Are Available and Who Qualifies?**

### **1. Stormwater Quality Credit: Tiered Credit up to 20%**

Credits are offered to properties that reduce pollutants in stormwater runoff through the use of BMPs. Credits will only be granted to those exceeding removal rates as provided in the most recent versions of Chapter 116 of the Municipal Code. These credits will also be required to pass inspections, as set forth in Chapter 116 of the Municipal Code.

See **Section 2** for specific qualifications and details for this credit.

### **2. Stormwater Quantity Credit: Tiered Credit up to 40%**

*Stormwater Quantity Credits* – Credits are offered to properties that reduce the rate and/or the volume of stormwater runoff from the property. Credits will only be granted to those reducing flow rates (i.e. exceeding the standard) as provided in the most recent version of Chapter 116 of the Municipal Code. These credits will also be required to pass annual inspections, as set forth in Chapter 116 of the Municipal Code.

See **Section 3** for specific qualifications and details for this credit.

### 3. Education Credit: Flat Credit of 5%

Credits are offered to educational institutions who educate students and staff about water quality, and the stewardship of natural resources, using state licensed instructors. These credits will also require annual reporting, which are outlined in the Education Credit section of this Credit Manual.

See *Section 4* for specific qualifications and details for this credit.

Credits are applied on a per parcel basis directly related to the number of effected ERUs. For large parcels with multiple watershed outlet points, the credits may be applied to only the portion of the parcel that contains water quality and/or quantity methods and not the entire parcel area. For properties where multiple watershed outlets occur, a pre-submittal meeting should be scheduled with the Engineering Department to evaluate the site watershed area and how credits would be applied to the parcel. For example, if a site contains two (2) watersheds and only one (1) watershed has water quantity and/or quality credits, then the credits would apply to the portion of the site with the applicable quantity and/or quality methods.



## SECTION 2      STORMWATER QUALITY CREDITS

A stormwater quality credit may be made available to non-residential owners that treat stormwater runoff prior to discharging from their properties, and that exceed the stormwater quality requirements in Chapter 116 of the Municipal Code. The current ordinance requires the removal of 80% TSS using an appropriate method laid out in the Tippecanoe County Stormwater Technical Standards Manual. The City Engineering Department shall review and approve all plans and computations for all stormwater control facilities for acceptance prior to initiating the credit process. The review shall be based on the appropriate methodologies set forth in Chapter 116 of the Municipal Code.

### 2.1 Credit Tiers

The credit will be granted in one (1) of two (2) tiers, with the maximum credit awarded of 20%. The tiers will not be cumulative, and a property may only qualify for a single quality credit tier at a time. The tiers shall be determined as follows:

- 1) The first tier may be granted to sites maintaining TSS removal rates of 80% at a water quality volume that exceeds the requirements of Chapter 116 of the Municipal Code by 15%, and utilizes a manufactured BMP. This first tier may award a 10% credit to the property owner.

Documentation for all proposed manufactured BMPs shall be provided, which shall clearly demonstrate that the BMP will remove the required amount of the particles at the designed peak flow rate or water quality volume.

- 2) The second tier may be granted to sites maintaining TSS removal of 80% at a water quality volume that exceeds the requirements of Chapter 116 of the Municipal Code by 15%, and utilizes Department approved Green Infrastructure. This credit will only be considered for applicants who implement BMPs that utilize the natural process of infiltration to control water quality. This second tier may award a 20% credit to the property owner. It is the intent of this additional credit to provide more sustainable water resources throughout the City of West Lafayette and Tippecanoe County. Pre-approved BMPs can be found within the Tippecanoe County Stormwater Technical Standards Manual. The Department strongly recommends that interested applicants contact the Engineering Department early in the design phase of a project to discuss the planned BMPs and intended stormwater management plan. An acceptable method/plan of monitoring and reporting shall be determined by the owner, and approved by the Engineering Department.

## 2.2 Maintenance Requirements

- A. BMPs receiving the Stormwater Quality Credit must be maintained by the applicant, or one of the co-applicants, to ensure continued function of the BMP.
- B. The applicant, or one of the co-applicants, must have legal responsibility to maintain the BMP. The recertification process will require documentation that the BMP is continuing to function as originally intended.
- C. Yearly maintenance activities and records must be sent to the Department for the credit to remain active.

## 2.3 Credit Restrictions

- A. Eligible BMPs
  - i. Only those impervious surfaces of a particular parcel that drain through a Department-approved BMP are eligible for the credit
- B. Transfer of Credit
  - i. Stormwater user fee credits do not transfer with property ownership changes. The new owner must reapply for the credits.
  - ii. In the case where multiple non-residential parcels are covered under one credit application, for example a Homeowners or Condominium Association, which drain to a single BMP, a reapplication only needs to be submitted on the property that has maintenance responsibility for the BMP.

## 2.4 Application Process and Documentation Requirements

- A. A complete application must be submitted for the Department to begin the review process. Separate applications must be submitted for noncontiguous properties. For example, educational institutions must submit separate applications for each campus. To receive the Stormwater Quality Credit the applicant must submit the documentation listed below:
  - i. General Application (*Appendix A*)
  - ii. Stormwater Quality Application Form (*Appendix C*)
  - iii. Executed Right-of-Entry Form (*Appendix E*)
  - iv. As-Built Site Map and Plan, which shall be signed and stamped by a professional engineer or surveyor licensed in the State of Indiana, that includes the following:
    - a. Property boundaries;

- b. The location and size of each installed and approved BMP and detailed drawings;
  - c. Amount of impervious surfaces draining to each BMP, which shall be clearly delineated; and
  - d. Floodplain and floodway information, if it exists.
- v. Design Calculations: The calculations shall document the design criteria for the facilities and indicate the compliance with the required credit standard to be met. Design calculations shall be signed and stamped by a professional engineer or surveyor licensed in the State of Indiana.
- vi. Operations and Maintenance (O&M) Plan/Manual: Includes the BMPs for which the applicant is seeking a Storm Water user fee credit. At a minimum the O&M plan/manual should include the following items:
  - a. Identification of the landowner(s)/organization responsible for long-term maintenance, including repairs of the BMP.
  - b. A schedule for regular maintenance for each BMP and a description of routine and non-routine maintenance tasks to ensure continued performance of the BMP.
  - c. The method of funding long-term maintenance and inspections of the BMP.

## 2.5 Credit Termination and Renewal

- A. Refer to **Section 5** for how the credits might terminate, and how they might be reinstated or renewed.

## SECTION 3      STORMWATER QUANTITY CREDITS

A stormwater quantity credit may be made available to non-residential properties that detain/retain stormwater runoff prior to discharging from their property. Properties must exceed the stormwater control requirements in Chapter 116 of the Municipal Code in order to qualify for a quantity credit. The current ordinance requires that "the release rate of stormwater from a development, redevelopment and new construction may not exceed a 2-year pre-developed rainfall event rate for a 10-year post-developed storm, or a 10-year pre-developed rainfall event rate for a 100-year post developed storm (peak flows)." The City Engineering Department shall review and approve all plans and computations for all stormwater control facilities for acceptance prior to initiating the credit process. The review shall be based on the appropriate methodologies set forth in Chapter 116 of the Municipal Code.

### 3.1 Credit Tiers

The credit will be granted in one (1) of three (3) tiers, with the maximum credit awarded of 40%. The tiers will not be cumulative, and a property may only qualify for a single quantity credit tier at a time. The tiers shall be determined as follows:

- 1) The first tier credit shall be granted to sites that exceed the required stormwater control requirements set forth by the ordinance. A 20% first tier credit shall be granted for detaining the post-developed 100-yr peak flow rate to less than the pre-developed 5-year peak flow rate.
- 2) The second tier shall be granted to sites that exceed the required stormwater control requirements set forth by the ordinance. A 30% second tier credit shall be granted for detaining the post-developed 100-yr peak flow rate to less than the pre-developed 2-year peak flow rate.
- 3) The third tier shall be granted to sites that exceed the required stormwater control requirements set forth by the ordinance. A 40% third tier credit shall be granted for detaining the post-developed 100-yr peak flow rate to less than the pre-developed 2-year peak flow rate using infiltrative practices and other low impact development techniques.

### 3.2 Maintenance Requirements

- A. BMPs receiving the Stormwater Quantity Credit must be maintained by the applicant, or one of the co-applicants, to ensure continued function of the BMP.
- B. The applicant, or one of the co-applicants, must have legal responsibility to maintain the BMP. The recertification process will require documentation that the BMP is continuing to function as originally intended.
- C. Yearly maintenance activities and records must be sent to the Department for the credit to remain active.

### 3.3 Credit Restrictions

- A. Eligible BMPs
  - i. Only those impervious surfaces of a particular parcel that drain through a Department-approved BMP are eligible for the credit
- B. Transfer of Credit
  - i. Stormwater user fee credits do not transfer if property ownership changes. The new owner must reapply for the credits.
  - ii. In the case where multiple non-residential parcels are covered under one credit application, for example a Homeowners or Condominium Association, which drain to a single BMP, a reapplication only needs to be submitted on the property that has maintenance responsibility for the BMP.

### 3.4 Application Process and Documentation Requirements

- A. A complete application must be submitted for the Department to begin the review process. Separate applications must be submitted for noncontiguous properties. For example, educational institutions must submit separate applications for each campus. To receive the Stormwater Quantity Credit the applicant must submit the documentation listed below:
  - i. General Application (*Appendix A*)
  - ii. Stormwater Quantity Application Form (*Appendix C*)
  - iii. Executed Right-of-Entry Form (*Appendix E*)

- iv. As-Built Site Map and Plan, which shall be signed and stamped by a professional engineer or surveyor licensed in the State of Indiana, that includes the following:
  - a. Property boundaries;
  - b. The location and size of each installed and approved BMP and detailed drawings;
  - c. Amount of impervious surfaces draining to each BMP, which shall be clearly delineated; and
  - d. Floodplain and floodway information, if it exists.
- v. Design Calculations: The calculations shall document the design criteria for the facilities and indicate the compliance with the required credit standard to be met. Design calculations shall be signed and stamped by a professional engineer or surveyor licensed in the State of Indiana.
- vi. Operations and Maintenance (O&M) Plan/Manual: Includes the BMPs for which the applicant is seeking a Storm Water user fee credit. At a minimum the O&M plan/manual should include the following items:
  - a. Identification of the landowner(s)/organization responsible for long-term maintenance, including repairs of the BMP.
  - b. A schedule for regular maintenance for each BMP and a description of routine and non-routine maintenance tasks to ensure continued performance of the BMP.
  - c. The method of funding long-term maintenance and inspections of the BMP.

### 3.5 Credit Termination and Renewal

- A. Refer to **Section 5** for how the credits might terminate, and how they might be reinstated or renewed.

## SECTION 4 EDUCATION CREDITS

A stormwater credit may be given to educational institutions that provide water quality education to their students. This education shall concentrate on the stewardship of water resources and minimization of demand on the City of West Lafayette's streams and sewers. This stormwater education will not only assist the City of West Lafayette in meeting NPDES permit requirements, but will also instill an appreciation and stewardship of water resources that will benefit and/or decrease the demand on the City's stormwater system.

The credit amount will be 5% and will be based upon the Engineering Department's review, which will be based on the context of the education materials, the ability for the education to meet the City's NPDES permit requirements and the number of students, 4<sup>th</sup> grade and above, receiving the education.

In order to receive the credit, the curriculum must be scheduled with the intention that all students/members will receive the curriculum at least once during a typical tenure at the institution for a minimum of four (4) contact hours. For example, a typical tenure for high school would be four (4) years, so it would be expected that approximately 25% of students in the school would be taught the curriculum each year and that a student that attended the school for four years would receive the education at least once.

Education credits will be applied to ERUs on parcels containing the educational facilities (schools) only. The Engineering Department will make the final determination on qualifying parcels.

An approved institution must submit an annual report (See Attachments for Educational Credit Form) of educational activities between May 1<sup>st</sup> and June 15<sup>th</sup> of each year during the credit term.

### 4.1 Restrictions

- A. The Education Credit can be applied to all the parcels owned and operated by the school corporation/private entity. These properties are still eligible for Stormwater Quality and Stormwater Quantity Credits.
- B. Education Credits may be taken in combination with other Stormwater Credits; however, the total credit amount may not exceed 40%.

### 4.2 Application Process and Documentation Requirements

Educational facilities that wish to apply for a credit should submit the following documentation:

- A. General Application Form (*Appendix A*)
- B. Education Credit Application Form(*Appendix D*)
- C. A copy of the approved educational take-home materials to all targeted students/members at least once annually

#### **4.3 Credit Termination and Renewal Requirements**

- A. The Education Credit is valid for three (3) years, but the school must provide yearly education reports to continue to qualify for the credit.
- B. Failure to submit the required document within the allotted time will result in the termination of the Education Credit. The applicant will then be required to resubmit another application, application fee, and document for the credit to be reinstated.
- C. Refer to *Section 5* for additional credit termination clauses, and how they might be reinstated or renewed.



## **SECTION 5 CREDIT EXPIRATION, TERMINATION AND RENEWAL**

All Department approved stormwater credits shall expire five (5) years from the initial date on the letter of credit approval. Within the five (5) year period, facilities that qualified for Stormwater Quality and Quantity Credits are required to pass routine annual inspections from the City of West Lafayette Engineering Department to determine if the stormwater runoff facilities are in working order. These inspections are set forth in Chapter 116 of the Municipal Code. Should the results of an inspection cause a stormwater runoff facility to fail resulting in suspension of credit; the property owner will have thirty (30) days to correct the deficiencies. If, after thirty (30) days, the problems have not been properly corrected in the opinion of the Engineering Department, the credit will be terminated. Property owners whose credits have been terminated may reapply for credits, but will have to resubmit a new General Credit application, supporting material, and fee. In addition to failure of inspection, stormwater credits may be terminated as described below:

- Property transfer or new ownership - A new property owner is required to submit a new General Credit application, supporting material, and fee to reestablish the credit. The new property owner may elect to submit the old O&M manual associated with the existing facilities; however, the old documentation should be checked against the newest version of Chapter 116 of the Municipal Code.
- Failure to maintain facilities as required/indicated in O&M manual –A property owner is responsible to maintain their facilities as outlined within the approved O&M manual. If it is determined that the facilities are not being maintained per the O&M manual, the property owner shall have thirty (30) days to rectify the deficiencies. If after (30) days the deficiencies have not been corrected, all credits applied to the site may be terminated. A new General Credit application, supporting material, and fee may be resubmitted to the City to reestablish the credit.
- Failure to report on Education Credit – The credit holder shall submit annual education as stipulated in the approval documents during the period of May 1<sup>st</sup> through June 15<sup>th</sup> of the credit term to prevent credit termination. A terminated Education credit may be reinstated by submission of a new credit application, documents and fee.
- Property alteration – If property alteration occurs such as expansion of impervious surface area (e.g. expansion of parking lots or buildings) the credits previously applied to the property may be terminated.

- Written request by Owner – Any credit may be terminated early if the current Owner so wishes. The Owner should submit a Credit Termination Request Form (*Appendix E*), if they no longer wish to have credits applied to their parcel.

Credits will **NOT** be renewed indefinitely, and will expire after the fifth year of the initial credit application. Property owners will be required to reapply for stormwater credits, which will carry all the applicable fees and review processes. The terms of the credits and qualifications for the credits may have changed, and it is the responsibility of the property owners to review the latest versions of all applicable City standards and ordinances.

The Department reserves the right to review and/or inspect the provisions of any previously approved Stormwater BMP at any time. If, after the review and/or inspection, the Department finds the level of service is not being provided or continued, the property owner will be notified in writing and given thirty (30) days to correct the deficiency. The property owner must provide written documentation to the Department within the thirty (30) days of the original notice that the storm water BMP is providing service or continuing service as agreed. If, in the opinion of the Department, the deficiency is not satisfactorily corrected, the storm water user fee credit previously applied to the site will be terminated effective the following billing cycle.

Reapplication for user fee credits will not be reviewed until the delinquent storm water control facility has been adequately reinstated for three (3) continuous months, and evidence of the corrections has been provided with the reapplication. It will be the responsibility of the applicant to prove the storm water management goals are met prior to the credit being reissued. As a condition of receiving a storm water fee credit, a property owner agrees to allow the Department unrestricted access to inspect the property associated with the storm water user fee credit. The intent of the inspection is to verify that the stormwater BMP is being maintained properly. Inspections will be performed at the discretion of the City to assure that the storm water BMP is operating as intended.

**APPENDIX A**  
**GENERAL CREDIT APPLICATION**

City of West Lafayette  
General Credit Application

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Check One:

☐ Initial Application      ☐ Reapplication      ☐ Annual Report (Education Credit Only)

*Applicant Information*

Owner or Owner's Representative:

Property Parcel Number:

Property Address:

Contact Phone Number:

Contact E-mail:

Mailing Address (if different than property address):

*Credit for Consideration (check all that apply):*

- ☐ Stormwater Quality Credit (20% Max)  
☐ Stormwater Quantity Credit (40% Max)  
☐ Education Credit (5% Flat – Schools Only)

*Signature*

*I hereby certify, under penalty of perjury, that the information provided by me in this application is the truth to the best of my knowledge and belief. Further I, the applicant, have complied with all local codes applicable to the installation of BMPs.*

Owner's Signature:

Print Name:

Date:

Owner's Address (if not provided above):

Owner Phone Number (if not provided above):

Owner E-mail (if not provided above):

### **Instructions to Applicants:**

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be inspected/reviewed on the same property.
2. If the applicant is applying for any level of the Stormwater Quality and/or Quantity Credits, complete and attach a Right-of-Entry Form. One form may be completed for multiple stormwater facilities on the same property.
3. If the applicant is applying for Education Credits, complete and attach the Education Credit Application. Applicants must also submit all license numbers of the teachers that will be providing the educational curriculum.
4. Applicants are encouraged to review the credit manual, which can be found on the City's website (<http://www.westlafayette.in.gov/>) to ensure that they have all the required information necessary to submit their applicable credits.
5. Mail the completed form, appropriate attachments, and a check for the appropriate amount to:

Engineering Department  
Stormwater Credit Application  
City of West Lafayette  
609 W. Navajo Street  
West Lafayette, IN 47906

**Application and/or renewal submittal fees shall not exceed four hundred fifty dollars (\$450.00) per application and shall include up to three (3) hours of review by the Department. If an application requires more than three (3) hours of review by the Department, the applicant shall reimburse the department for such additional review time at a rate not to exceed one hundred fifty dollars (\$150.00) per hour.**

**Application submittal fees and all review fees for the education credit shall not exceed a total of three hundred dollars (\$300.00).**

**APPENDIX B**  
**STORM WATER QUALITY AND QUANTITY**  
**CREDITS APPLICATION**

Check One:

☐ Initial Application      ☐ Reapplication

*Applicant Information*

Owner or Owner's Representative:

Property Parcel Number:

*Credit for Consideration (check all that apply):*

- ☐ Stormwater Quality Credit Tier 1 (10%)
- ☐ Stormwater Quality Credit Tier 2 (20%)
- ☐ Stormwater Quantity Credit Tier 1 (20%)
- ☐ Stormwater Quantity Credit Tier 2 (30%)
- ☐ Stormwater Quantity Credit Tier 3 (40%)

*Required Documentation*

- ☐ Site Map and Plan with surveyed property boundaries and the location, size, and associated drainage areas for each BMP installed and approved (Signed and stamped by a professional engineer or surveyor licensed in the State of Indiana).
- ☐ Operations and Maintenance Manual for each BMP installed and approved.
- ☐ Legal Agreement (For applications that include multiple account holders)
- ☐ Supporting Drawings and Calculations (Signed and stamped by a professional engineer or surveyor licensed in the State of Indiana).
- ☐ Approved Stormwater Pollution Prevention Plan
- ☐ Geotechnical Report
- ☐ Notarized Right of Entry Form
- ☐ Application Fee \$450.00\*.

**NOTE-Applicants are required to also fill out the General Credit Application**

**\*Application submittal fees shall not exceed four hundred fifty dollars (\$450.00) per application and shall include up to three (3) hours of review by the Department. If an application requires more than three (3) hours of review by the Department, the applicant shall reimburse the department for such additional review time at a rate not to exceed one hundred fifty dollars (\$150.00) per hour.**

**Instructions to Applicants:**

1. Fill out this form completely. A separate application must be made for each separate property location. One application can be made for multiple stormwater facilities to be inspected/reviewed on the same property.
2. If the applicant is applying for any level of the Stormwater Quality and Quantity Credit, complete and attach a Right-of-Entry Form. One form may be completed for multiple stormwater facilities on the same property.
3. Design calculations for all credits shall include the following:
  - a. Pre- and Post-Developed calculations for the 2-, 10-, and 100-Year Design Storms
  - b. Storage Volumes for the Stormwater Control Facility
  - c. Outlet Release Rates
4. Design calculations must show a geotechnical analysis of the soils on the site, which, at a minimum, shall include the following:
  - a. Percolation Rates (Saturated and In-situ)
  - b. Depth of the Water Table
  - c. Soil Classification per the Unified Soil Classification System (USCS)
  - d. Geotechnical Engineer's Written Recommendation
5. Attach this completed form and all other required documentation to the General Credit Application.



**APPENDIX C**  
**EDUCATION CREDIT APPLICATION**

City of West Lafayette  
Education Credit Application

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**General Instructions:** Applicant must provide adequate documentation to demonstrate to the Department that sufficient focus and instruction upon stormwater management issues and water quality protection are covered in the time frame suggested. Please summarize all appropriate documentation in the table below, and attach all necessary documentation. This form shall be used for both the initial application and the annual report. The application may attach additional tables as necessary to properly complete this application.

Institution: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Method and Tools for Stormwater Education	Grade Level(s)	Number of Students Annually	Percent of Total Students	Contact Hours

### **Instructions to Applicants:**

1. Fill out this form completely. A separate application must be made for each separate property location. Additional sheets can be added if the applicant deems the provided space insufficient for its application. The additional sheets shall be formatted similarly to this application. For the initial application an estimation for the column “Number of Students Annually” may be made.
2. Applicants are encouraged to review the credit manual, which can be found on the City’s website (<http://www.westlafayette.in.gov/>), to ensure that they have all the required information necessary to submit their applicable credits.
3. Attach this form and samples of educational materials to the General Credit Application, which can be found on the Department’s website.
4. Application fee for the initial review is \$300.00, which covers the entire review process.
5. Applicants are highly encouraged to contact the Engineering Department for assistance during the planning phase for the teaching lesson plans.

### **Instructions to Renewal Applicants:**

1. Fill out this form completely. A separate application must be made for each separate property location. Additional sheets can be added if the applicant deems the provided space insufficient for its application. The additional sheets shall be formatted similarly to this application.
2. Applicants are encouraged to review the credit manual, which can be found on the City’s website (<http://www.westlafayette.in.gov/>), to ensure that they have all the required information necessary to submit their applicable credits.
3. Attach this form to the General Credit Application, which can be found on the Department’s website.

**APPENDIX D**  
**RIGHT-OF-ENTRY FORM**  
**CREDIT TERMINATION REQUEST FORM**

# City of West Lafayette

## Right-of-Entry Agreement

I/We, \_\_\_\_\_, owner(s) of the real property commonly known as \_\_\_\_\_ (hereafter "property"), in the City of West Lafayette, Tippecanoe County, Indiana, in consideration of possible credit against stormwater utility fees due for the property payable to the City of West Lafayette, Indiana, do hereby grant and freely give without coercion the right of access and entry to said property at reasonable times to the City of West Lafayette, its employees, agents, representatives, contractors and subcontractors, for the purpose of performing necessary inspections of onsite stormwater management controls and site activities related to stormwater runoff management on the property.

The undersigned agree/agrees and warrant/warrants to waive, and to hold harmless the City of West Lafayette, its employees, agents, representatives, contractors and subcontractors from, any and all claims or actions, legal or equitable, arising from, out of, or related to the inspection activities on the property performed by the City of West Lafayette, its employees, agents representatives, contractors and subcontractors pursuant to this Right-of-Entry Agreement.

The City of West Lafayette, in consideration of the rights granted to it herein, the sufficiency and receipt of which are hereby acknowledged, agrees to limit the inspection activities to visual inspections and review of relevant records necessary to verify stormwater credit eligibility.

I/We have not received, nor shall I/We receive, any compensation for this Right-of-Entry Agreement.

For the consideration and purposes set forth herein, I/We set my/our hand/hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner:

\_\_\_\_\_

Printed: \_\_\_\_\_

Owner:

\_\_\_\_\_

Printed: \_\_\_\_\_

STATE OF INDIANA            )  
  ) SS:  
COUNTY OF TIPPECANOE)

Before me, the undersigned, a Notary Public in and for said County and State, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_  
\_\_\_\_\_, Owner/Owners and acknowledged the execution of the foregoing Right-of-Entry  
Grant as his/her/their voluntary act and deed.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Resident of \_\_\_\_\_ County

City of West Lafayette:

\_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF INDIANA            )  
  ) SS:  
COUNTY OF TIPPECANOE)

Before me, the undersigned, a Notary Public in and for said County and State, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_  
\_\_\_\_\_, and acknowledged the execution of the foregoing Right-of-Entry Grant as  
his/her/their voluntary act and deed.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_, Notary Public  
Resident of \_\_\_\_\_ County

City of West Lafayette  
Credit Termination Form

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*Property Owner Information*

Owner or Owner's Representative:	Property Parcel Number:
Property Address:	
Contact Phone Number:	Contact E-mail:
Mailing Address (if different than property address):	

*Termination of Credit(Check all that apply)*

- ☐ Stormwater Quality Credit  
☐ Stormwater Quantity Credit  
☐ Education Credit

*Owner's Responsibility Statement*

*By signing this termination form I certify under penalty of law that this document and all attachments were prepared under my direction or supervision, and that a qualified person or persons gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I also understand that submitting this form, my property will no longer qualify for the previously applied credits. I further understand that by submitting this form I am not released from the requirements of the City's stormwater requirements, and may be penalized for any violations.*

Owner's Signature:	Print Name:	Date:
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**Instructions to Applicants:**

1. Fill out this form completely. A separate termination form must be made for each separate property location. One termination form can be made for multiple storm water facilities that will have their credits terminated.
2. Mail the completed form, and appropriate attachments to:

Engineering Department  
Stormwater Credit Application  
City of West Lafayette  
609 W. Navajo Street  
West Lafayette, IN 47906